

AMENDMENT
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 East McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4809; DSN 853-4809
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 07-265T OPENING DATE: 21 JUN 2007 CLOSING DATE: *20 JUL 2007

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Amended 13 July 2007: VOUCHER EXAMINER, GS-0540-06, TC702730000, E-1/E-7

APPOINTMENT FACTORS: OFFICER () WARRANT OFFICER () ENLISTED (X)

SALARY RANGE: \$32,338 – 42,039 PA	SUPERVISORY () MANAGERIAL () NON-SUPERVISORY/NON-MANAGERIAL (X)
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LOCATION OF POSITION:

UNITED STATES PROPERTY & FISCAL OFFICE (USP&FO), PHOENIX, ARIZONA

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. No binders or bound documents please.**

Instructions for Applying: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment) , or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must be submitted with a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-R-2 (Supplement to Application for Employment for Knowledge, Skills and Abilities).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a member of the Arizona (ARMY) National Guard and be able to qualify for the following MOS: 42A,42F,42L,44C, 92A, 92Y
KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, martial status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members of the Arizona Army National Guard**. Individual selected will receive a Permanent Appointment subject to a one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NOTE: Selected individual must be able to obtain a SECRET clearance.

NOTE: Applications must be submitted with a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-R-2 (Supplement to Application for Employment for Knowledge, Skills and Abilities).

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:
Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to apply established procedures for examining vouchers for varied areas within the Comptroller Branch.
 2. General knowledge of bookkeeping and accounting methods, forms and procedures.
 3. Ability to operate typewriters and office calculators.
 4. Skill in oral and written communication.
 5. Ability to respond to customer inquiries in a professional and courteous manner.
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SPECIALIZED EXPERIENCE: Must have 9 months experience in examining specific entries to insure compliance with regulations, i.e., JIR, GAO decisions; experience in maintaining numerical logs; experience which required the applicant to use arithmetic processes with basic formulas or guidance; experience in communicating orally and in writing with contacts outside the organization to provide and request additional information; experience in using procurement regulations.

BRIEF JOB DESCRIPTION: This position is located in the Comptroller Division of the United States Property and Fiscal Office (USPFO). The purpose of the position is to process travel (civilian and military) and commercial account payments for disbursement by the Defense Finance and Accounting Service (DFAS). The incumbent provides routine disbursement information to Program Managers (PM), travelers, vendors, Purchasing and Contracting Office (P&C), receiving activities, banks, and the transportation office. This position requires military membership. It is designated for National Guard enlisted incumbency only. Incumbent performs duties necessary to accomplish voucher functions in support of programs essential to state Army National Guard daily operations, training, and readiness missions. Conducts periodic audits of lower-graded employees travel vouchers as well as processing a wide variety of travel payments. Conducts periodic audits of lower-graded employees commercial accounts vouchers as well as examine and compute payments in accordance with applicable statutory and regulatory guidelines. Provides customer support to military and civilian personnel, vendors and other outside agencies. Applies and tests internal control procedures to ensure timely and accurate processing of all payments (travel and commercial accounts). Monitors and identifies to the chain of command late documents including but not limited to receiving reports, charge card payments, invoices and contract modifications ensures the successful interface and/or connectivity between travel, commercial accounts and related fiscal accounting and orders systems. Process a variety of complex Permanent Change of Station (PCS) claims for civilian and military personnel.

SELECTING SUPERVISOR: MR. LIONEL WILLIAMS